

**COUNTY OF LOS ANGELES- DEPARTMENT OF MENTAL HEALTH**

**CHILDREN'S SYSTEMS OF CARE  
SERVICE AREA 3  
SA 3 PROGRAM ADMINISTRATION  
TRANSFER OPPORTUNITY**

**THIS IS NOT AN OFFICIAL EXAMINATION  
COUNTY OF LOS ANGELES DEPARTMENT OF MENTAL HEALTH EMPLOYEES ONLY**

**INTERMEDIATE TYPIST CLERK**

The Children's Systems of Care Bureau is recruiting to fill **one** Intermediate Typist Clerk positions. SA 3 Program Administration is currently in Los Angeles, but will be moving to the San Gabriel Valley within this year. This position requires answering phones, data entry, flexibility and working in a team environment, but also requires the ability to prioritize assignments while working independently.

**EXAMPLES OF DUTIES:**

- Answers telephones, take messages for staff and routes calls appropriately.
- Produces rough and final typed copies of a variety of documents requiring individualized formats such as letters, forms, charts and reports.
- Assist Program staff in completing periodic assignments requiring data collection, creation of new forms, etc. and obtaining additional information needed for completion of final material
- Recognizes the need for revisions in office, clerical and secretarial procedures and makes recommendations regarding such changes.
- Acts as intermediary between supervisor and staff, transmitting messages, orders, and requests both written and verbal.
- Type tabular, columnar, statistical and other material from plain and corrected copy.
- Operates personal computer (Microsoft Word, Excel, Outlook, etc.)
- Checks documents for completeness, accuracy and compliance and other requirements.
- Assumes responsibility as assigned for performing other special duties related to the overall operation of the program, i.e., processing mail, photocopying and faxing.

**DESIRABLE QUALIFICATIONS:**

1. Good written and oral communication skills
2. Strong interpersonal skills
3. Strong computer knowledge
4. Knowledge and experience with IBHIS and running IBHIS reports is a plus

Individuals holding the title of Intermediate Typist Clerk should **fax or e-mail** their resume, last two master time cards, and last two (2) Performance Evaluations on or before **March 8, 2016:**

For Additional Information Please Contact:  
Debbie Jalomo (213) 739-5445

Fax: (213) 252-0237      E-mail: [djalomo@dmh.lacounty.gov](mailto:djalomo@dmh.lacounty.gov)

**600 S. Commonwealth Avenue, 6<sup>th</sup> Floor, Los Angeles, CA 90005  
AN EQUAL OPPORTUNITY EMPLOYER**

COUNTY OF LOS ANGELES DEPARTMENT OF MENTAL HEALTH

TRANSFER OPPORTUNITY

This is not an official examination bulletin

**INTERMEDIATE TYPIST CLERK**

Older Adult System of Care MHSA Administration is seeking a highly qualified individual for our program. This individual must possess the ability to function fluidly in a fast paced, mental health administrative environment and be organized to handle multiple clerical tasks and duties.

**EXAMPLES OF DUTIES:**

- Serve as primary FSP clerical support, including tracking FSP referrals and disenrollments using FSP tracking application.
- Create tables and charts with information provided from various data sources.
- Create program brochures and training menus for various Older Adult programs such as Suicide Prevention, Anti-Stigma & Discrimination, and PEI.
- Track staff's COS billing and organize into spreadsheets.
- Track inventory and usage of technical equipment that is used by staff in the field.
- Be proficient at Avatar/IBHIS.

**DESIRABLE QUALIFICATIONS:**

- Ability to multi-task, prioritize, and organize to meet deadlines for assignments
- Possess a strong knowledge of computer programs: Word, Excel, Outlook, Integrated System (IS)
- Accurate typing skills with attention to detail
- Be highly motivated and possess a strong work ethic
- Ability to work independently and as a team player
- Strong customer service skills

Interested individuals currently holding the payroll title of Intermediate Typist Clerk are encouraged to e-mail or fax their resume, master timecard – 2 years, and last 2 performance evaluations to:

Lanny Razali-Fajardo  
**Older Adult System of Care MHSA Administration**  
lrazalifajardo@dmh.lacounty.gov  
(213) 738-2325 Fax: (213) 738-3492



**COUNTY OF LOS ANGELES**  
invites applications for the position of:

## **MANAGER, CEO**

---

**SALARY:** \$11,262.26 - \$17,046.36 Monthly

**OPENING DATE:** 02/23/16

**CLOSING DATE:** 03/03/16 12:00 PM

**POSITION/PROGRAM INFORMATION:**



### **COUNTY OF LOS ANGELES - CHIEF EXECUTIVE OFFICE**

#### **FILING DATES**

Applications will be accepted starting February 29, 2016 at 12:00 p.m. (PST)

**Filing will be suspended after the first 300 applications are received  
or by March 3, 2016, at 12:00 p.m., whichever occurs first.  
Applications received after the first 300 will not be considered.**

The exam will reopen as the needs of the service require.

#### **EXAM NUMBER**

M08451

#### **Special Salary Information:**

Management Appraisal of Performance Plan (MAPP): This position is subject to the provisions of the Management Appraisal of Performance Plan (MAPP). Initial salary placement and subsequent salary adjustments will be made in accordance with MAPP guidelines and regulations.

#### **BENEFITS INFORMATION:**

Non-Represented Employees. Cafeteria Benefit plan, Defined Contribution Retirement Plan, Deferred Compensation & Thrift Plan, 11 Paid holidays, Generous Vacation and Sick Leave Benefits, and Flexible Work Schedules.

#### **TYPE OF RECRUITMENT**

Open Competitive Job Opportunity

---

#### **DEFINITION:**

Assists in the administration of a division of the Department of the Chief Executive Officer.

#### **CLASSIFICATION STANDARDS:**

This class is distinguished by its responsibility for assisting in the overall administration of a division of the Department of Chief Executive Officer having particular responsibility for one of the following County-wide functions; budget analysis, coordination, and control; capital projects forecasting and planning; organization, systems, and management evaluation; compensation policy; employee relations; emergency management; legislative policy, development and analysis or various specialized services provided for County departments and districts, contract cities, or the public.

**ESSENTIAL JOB FUNCTIONS:**

Assists in planning, organizing, directing, and evaluating the work of the division.

Assists in formulating policies and procedures for the administration of the division.

Assists in directing the analysis, coordination, and control of expenditures of County departments and districts.

Assists in directing the forecasting and planning of County capital projects.

Assists in directing administrative and systems and work measurement studies of the organization and management of County departments and districts.

Assists in managing the County's employee relations program and compensation systems.

Assists in directing the administration of a variety of services, programs, and projects, such as contract services to incorporated cities, safety and disaster services, graphic arts services, public information services, and legislative and grant coordination.

Assists in maintaining liaison with a variety of officials, agencies, and organizations on matters related to the work of the division.

Assists in coordinating the work of the division with that of other divisions and departments.

Assists in advising subordinate staff members on work methods, policy interpretations, and problem cases.

Assists in directing the preparation of correspondence, reports, and studies related to the work of the division.

**REQUIREMENTS:****SELECTION REQUIREMENTS:**

Three years of experience in a highly responsible administrative capacity\* in the analysis of problems of budget, project management, organization, personnel, systems and procedures, or other governmental programs at the level of Los Angeles County's class of Chief Program Specialist, CEO\*\*, or Principal Analyst, CEO\*\*\* or higher.

**LICENSE:**

A valid California Class C Driver License or the ability to utilize an alternative method of transportation when needed to carry out job-related essential functions.

**PHYSICAL CLASS:**

2 - Light. Involves light physical effort which may include occasional light lifting to a 10-pound limit, and some bending, stooping or squatting. Considerable walking may be involved.

**SPECIALTY REQUIREMENT INFORMATION:**

\*For this examination, highly responsible administrative capacity is defined as performs work typically in an administrative services branch of an organizational unit, including responsibility for the development of procedures and participation in policy formulation. Experience at the level of independent responsibility for the most complex and difficult assignments, analyzing and making recommendations for the solution of problems of organization, budget, personnel, information services, programs, facilities planning, materials management, and general management.

\*\*For this examination, experience at the level of Chief Program Specialist, CEO is gained through having responsibility for a major program providing operating departments with professional services in the administration of specialized organization-wide programs.

\*\*\*Experience at the level of Principal Analyst, CEO is gained assisting the CEO to manage the County's administrative and financial affairs, under the general direction of a CEO manager.

**ADDITIONAL INFORMATION:****EXAMINATION CONTENT**

This examination will consist of an Interview weighted 100%. The interview will assess knowledge and

experience; problem solving and decision making; communication and interpersonal effectiveness; work habits and attitudes; and leadership and management.

**Note:** Interview invitation notices will be sent to candidates via email. It is important that candidates provide a valid email address in their application. Please add [srivanis@hr.lacounty.gov](mailto:srivanis@hr.lacounty.gov) to your email address book and list of approved senders to prevent email notifications from being filtered as spam/junk mail.

Candidates must meet the Selection Requirements and must achieve a passing score of 70% or higher on the exam in order to be placed on the eligible register.

Final results will be sent by US mail. Scores cannot be given over the phone.

### TEST PREPARATION

Study guides and other test preparation resources are available to help candidates prepare for employment tests. An interactive, Online Test Preparation System for taking practice tests may be accessed on the Department of Human Resources website at <http://hr.lacounty.gov/>. Please click on "Find A Job" and then "Job Search Toolkit." Test preparation information is located under the "Employment Test Assistance" section. While the guides will help in preparing for the test, we advise you to review all related materials that you deem necessary.

### ELIGIBILITY INFORMATION

Applications will be processed on an as-received basis and promulgated to the eligible register accordingly.

The names of candidates receiving a passing score in the examination will be placed on the eligible register in the order of their score group for a period of twelve (12) months following the date of promulgation.

No person may compete for this examination more than once every 12 months.

### VACANCY INFORMATION

The eligible register resulting from this examination will be used to fill vacancies in the Chief Executive Office as they occur.

**AVAILABLE SHIFT:** Any

### APPLICATION AND FILING INFORMATION

Applications must be filed online only. Applications submitted by U.S. Mail, Fax, or in person will not be accepted. Apply online by clicking on the green "Apply" button at the top right of this posting. You can also track the status of your application using this web site.

Applications will be accepted starting February 29, 2016 at 12:00 p.m. Filing will be suspended after the first 300 applications are received or by March 3, 2016 at 12:00 p.m, whichever occurs first. Applications received after the first 300 will not be considered.

Fill out your application completely. The acceptance of your application depends on whether you have clearly shown that you meet the SELECTION REQUIREMENTS. Provide any relevant job experience in the spaces provided so we can evaluate your qualifications for the job. For each job held, give the name and address of your employer, your job title, beginning and ending dates, number of hours worked per week, description of work performed, and salary earned. If your application is incomplete, it will be rejected.

### IMPORTANT NOTE:

Please note that **ALL** information included in the application materials is subject to **VERIFICATION** at any point during the examination and hiring process, including after an appointment has been made. **FALSIFICATION** of any information may result in **DISQUALIFICATION** or **RESCISSION OF APPOINTMENT**. Utilizing **VERBIAGE** from Class Specification and Selection Requirements serving as your description of duties **WILL NOT** be sufficient to demonstrate that you meet the requirements. Doing so may result in an **INCOMPLETE APPLICATION** and you may be **DISQUALIFIED**.

**ADA Coordinator Email:** [adarequests@hr.lacounty.gov](mailto:adarequests@hr.lacounty.gov)

**Teletype Phone:** (800) 899-4099

**Alternate Teletype Phone:** (800) 897-0077

**California Relay Services Phone:** (800) 735-2922  
**Department Contact Name:** Sarah Rivanis  
**Department Contact Phone:** (213) 738-2129  
**Department Contact Email:** [srivanis@hr.lacounty.gov](mailto:srivanis@hr.lacounty.gov)

## COUNTY OF LOS ANGELES Employment Information

Any language contained in the job posting supersedes any language contained below.

### **Your Responsibilities:**

#### **1. Completing Your Application:**

- a. Before submission of the application, it is your responsibility to ensure that all information provided is correct and complete on the application. Incomplete applications cannot be accepted.
- b. Please list separately the PAYROLL TITLE for each job. Do not group your experience. Specify the beginning and ending dates for each job. If you are a County employee and have been promoted, do NOT list all of your time with the County under your present payroll title.
- c. Your Social Security Number must be included for record control purposes. Federal law requires that all employed persons have a Social Security Number.
- d. To receive APPROPRIATE CREDIT, include a copy of your diploma, transcript, certificate, or license as directed on the job posting.

#### **2. Minimum or Selection Requirements are listed in the job posting.**

- a. YOUR APPLICATION WILL BE ACCEPTED ONLY IF IT CLEARLY SHOWS YOU MEET THESE REQUIREMENTS. The information you give will determine your eligibility and is subject to verification at any time.
- b. You must be at least 16 years of age at the time of appointment unless other age limits are stated on the job posting. The Federal Age Discrimination in Employment Act (ADEA) of 1967, as amended, prohibits discrimination on the basis of age for any individual over age 40.
- c. Your experience may be paid or unpaid unless the job posting states otherwise. Experience is evaluated on the basis of a verifiable 40-hour week.

#### **3. Application Deadline:**

- a. All job applications must be completed and submitted by the last day of the filing period and closing time indicated on the job posting. Job postings with an open continuous filing period are subject to closure without prior notice. It is to your advantage to file your application early and not wait until the last allowable date and time as you will not be able to apply once the filing period has closed.
- b. Applications for positions designated "Apply in Person" must be filed in person at the address provided on the job posting.

#### **4. Change of Name or Address:**

To change personal information such as your name or address, log into your profile and make the necessary change. This can be done at any time.

#### **5. Promotional Examinations:**

- a. Some of your experience may have been in a position in which such work is not typically performed. If such experience is permitted as indicated on the job posting, a signed Verification of Experience Letter (VOEL) signed by your department's Human Resources Office must be attached to your application unless otherwise stated on the job posting.
- b. If indicated on the job posting, permanent employees who have COMPLETED THEIR INITIAL PROBATIONARY PERIOD AND HOLD A QUALIFYING PAYROLL TITLE may file for promotional examinations if they are within six months of meeting the experience requirements by the last day of filing or at the time of filing for open continuous exams.

#### **6. Equal Employment Opportunity/Non-Discrimination Policy:**

- a. It is the policy of the County of Los Angeles to provide equal employment opportunity for all qualified persons, regardless of race, color, religion, sex, national origin, age, sexual orientation or disability.
- b. If you require material in an ALTERNATE FORMAT or are an individual requesting REASONABLE ACCOMMODATION(S) in the examination process for a physical or mental disability, please CONTACT THE AMERICANS WITH DISABILITIES ACT (ADA) COORDINATOR LISTED ON THE JOB POSTING. The provision of reasonable accommodation may be subject to verification of disability as allowable with State and Federal law. All disability-related information will remain confidential.

**Disclaimer:** The County of Los Angeles is not responsible or in any way liable for any computer hardware or software malfunction which may affect the employment application or the application selection process.

You assume all responsibility and risk for the use of this system and the Internet generally. This system and the information provided on it are provided on an "as is" and "as available" basis without warranties of any kind, either express or implied. No advice or information given by the County of Los Angeles or its respective employees shall modify the foregoing or create any warranty.

The County of Los Angeles expressly disclaims any warranty that the information on this system or on the Internet generally will be uninterrupted or error free or that any information, software or other material accessible from the system is free of viruses or other harmful components. You shall have no recourse against the County of Los Angeles as the system provider for any alleged or actual infringement of any proprietary rights a user may have in anything posted or retrieved on our system.

The County of Los Angeles shall not be liable for any direct, indirect,

**Social Security Act of 2004:** Section 419 (c) of Public Law 108-203, the Social Security Protection Act of 2004, requires State and local government employers to disclose the effect of the Windfall Elimination Provision and the Government Pension Offset Provision to employees hired on or after January 1, 2005, in jobs not covered by Social Security. The County of Los Angeles does not participate in the Social Security System. All newly hired County of Los Angeles employees must sign a statement (Form SSA-1945) prior to the start of employment indicating that they are aware of a possible reduction in their future Social Security benefit entitlement. For more information on Social Security and about each provision, you may visit the website [www.socialsecurity.gov](http://www.socialsecurity.gov), or call toll free 1-800-772-1213. Persons who are deaf or hard of hearing may call the TTY number 1-800-325-0778 or contact a local Social Security office.

**Record of Convictions:** As part of the selection process you may be required to complete and submit a Candidate Conviction History Questionnaire (CCHQ). PLEASE DO NOT SUBMIT THE CCHQ WITH YOUR APPLICATION, unless instructed to do so. A full disclosure of all convictions is required, when requested. Failure to disclose convictions will result in disqualification. Not all convictions constitute an automatic bar to employment. Factors such as your age at the time of the offense (s), and the recency of offense(s) will be taken into account, as well as the relationship between the offense(s) and the job(s) for which you apply. However, any applicant for County employment who has been convicted of workers' compensation fraud is automatically barred from employment with the County of Los Angeles (County Code Section 5.12.110). ANY CONVICTIONS OR COURT RECORDS WHICH ARE EXEMPTED BY A VALID COURT ORDER DO NOT HAVE TO BE INCLUDED.

For more information regarding convictions that are not subject to disclosure, please refer to the CCHQ from the link below:

[http://file.lacounty.gov/dhr/CCHQ\\_2014.pdf](http://file.lacounty.gov/dhr/CCHQ_2014.pdf)

**Americans with Disabilities Act of 1990:** All positions are open to qualified men and women. Pursuant to the Americans with Disabilities Act of 1990, persons with disabilities who believe they need reasonable accommodation, or help in order to apply for a position, may contact the ADA/Personnel Services for Disabled Persons Coordinator. Hearing impaired applicants with telephone teletype equipment may leave messages by calling the teletype phone number on the job posting. The County will attempt to meet reasonable accommodation requests whenever possible.

**Veteran's Credit:** In all open competitive examinations, a veteran's credit of 10 percent of the total credits specified for such examinations will be added to the final passing grade of an honorably discharged veteran who served in the Armed Forces of the United States under any of the following conditions: During a declared war; -or- During the period April 28, 1952 through July 1, 1955; -or- For more than 180 consecutive days, other than for training, any part of which occurred after January 31, 1955, and before October 15, 1976; -or- During the Gulf War from August 2, 1990 through January 2, 1992; -or- For more than 180 consecutive days, other than for training, any part of which occurred during the period beginning September 11, 2001, and ending on August 31, 2010 the last day of Operation Iraqi Freedom; -or- In a campaign or expedition for which a campaign medal or expeditionary medal has been authorized and awarded. Any Armed Forces Expeditionary medal or campaign badge, including El Salvador, Lebanon, Grenada, Panama, Southwest Asia, Somalia, and Haiti qualifies for credit.

A campaign medal holder or Gulf War veteran who originally enlisted after September 7, 1980 (or began active duty on or after October 14, 1982, and has not previously completed 24 months of continuous active duty) must have served continuously for 24 months or the full period called or ordered to active duty.

This also applies to the spouse of such person who, while engaged in such service was wounded, disabled or crippled and thereby permanently prevented from engaging in any remunerative occupation, and also to the widow or widower of any such person who died or was killed while in such service. A DD214, Certificate of Discharge or Separation from Active Duty, or other official documents issued by the branch of service are required as verification of eligibility for Veterans preference. Applicants must submit the documentation for each open competitive exam to qualify for veteran's credit.

**Employment Eligibility Information:** Final appointment is contingent upon verification of U.S. citizenship or the right to work in the United States. Immigration law provides that all persons hired after November 6, 1986, are required to present original documents to the County, within three (3) business days of hiring, which show satisfactory proof of: 1) identity and 2) U.S. employment eligibility.

**Los Angeles County Child Support Compliance Program:** In an effort to improve compliance with court-ordered child, family and spousal support obligations, certain employment and identification information (i.e., name, address, Social Security number and date of hire) is regularly reported to the State Directory of New Hires which may assist in locating persons who owe these obligations. Family Code Section 17512 permits under certain circumstances for additional employment and identifying information to be requested. Applicants will not be disqualified from employment based on this information.

---

## COUNTY OF LOS ANGELES Employment Information

---

Any language contained in the job posting supersedes any language contained below.

punitive, incidental, special or consequential damages arising out of or in any way connected with the use of this system or with the delay or inability to use it (or any linked sites), or for any information obtained through this system, or otherwise arising out of the use of this system, the Internet generally or on any other basis.

NOTE: Your application is submitted using Secure Encryption to ensure the privacy of all information you transmit over the Internet.

By accepting the Use Disclaimer set forth here, you agree to all of the above terms and further agree to use this Online Job Employment Application System only for the submission of bona fide employment applications to the County of Los Angeles. Any other use of this Online Job Employment Application System, including without limitation any copying, downloading, translation, decompiling, or reverse engineering of the system, data, or related software, shall be a violation of the Use Disclaimer.

**Benefit Information:** Depending on the position, the successful candidate will enroll in a contributory defined benefit pension plan if the candidate is a "new member" of the County's defined benefit plan (LACERA) on or after January 1, 2013 (first employed by the County on or after December 1, 2012) – unless she or he established reciprocity with another public retirement system in which she or he was a member before January 1, 2013. It should be noted that County employees do not pay into Social Security, but do pay the Medical Hospital Insurance Tax portion of Social Security at a rate of 1.45%. The Los Angeles County Employees Retirement Association (LACERA) has reciprocal agreements with several public retirement systems in California.

**The California Fair Employment and Housing Act** (Part 2.8 commencing with Section 12900 of Division 3 of Title 2 of the Government Code) and the Regulations of the Fair Employment and Housing Commission (California Code of Regulations, Title 2, Division 4, Sections 7285.0 through 8504) prohibits employment discrimination based on race or color; religion; national origin or ancestry, physical disability; mental disability or medical condition; marital status; sex or sexual orientation; age, with respect to persons over the age of 40; and pregnancy, childbirth, or related medical conditions.

**Test Preparation:** Study guides and other test preparation resources may be accessed through the Department of Human Resources website at: <http://hr.lacounty.gov>. Additional test preparation resources may be listed on the job posting.

**Accreditation Information:** Accredited institutions are those listed in the publications of regional, national or international accrediting agencies which are accepted by the Department of Human Resources. Publications such as American Universities and Colleges and International Handbook of Universities are acceptable references. Also acceptable, if appropriate, are degrees that have been evaluated and deemed to be equivalent to degrees from United States accredited institutions by an academic credential evaluation agency recognized by The National Association of Credential Evaluation Services or the Association of International Credential Evaluators, Inc. (AICE).

APPLICATIONS MAY BE FILED ONLINE AT:  
<http://hr.lacounty.gov>

Position #M08451  
MANAGER, CEO  
SR

\*\*\*\*\*  
Los Angeles, CA 90010

---

### MANAGER, CEO Supplemental Questionnaire

- \* 1. The information you provide on this supplemental questionnaire will be evaluated and used to determine your eligibility to participate in the next phase of the examination process. Please be as specific as possible and include all information as requested. Comments such as "see resume or application" will not be considered as a response. Please note that all information is subject to verification at any time in the examination and hiring process. Falsification of any information may result in disqualification or dismissal.  
☐ I understand the above information and instructions.
- \* 2. Please describe the function you managed. Clearly explain your role and scope of responsibility. For the experience listed, provide your job title, beginning and end dates, and name of employer as reflected on your application.
- \* 3. Describe your most complex and difficult assignment or project. Detail your specific role and responsibility, and the level of independence you had in performing these duties. For the experience listed, provide your job title, beginning and end dates, and name of employer as reflected on your application.
- \* 4. Please describe your involvement in budget preparation for the function you managed. For the experience listed, provide your job title, beginning and end dates, and name of employer as reflected on your application.
- \* 5. Please provide examples of procedures and policies you developed. For the experience listed, provide your job title, beginning and end dates, and name of employer as reflected on your application.

\* Required Question





**COUNTY OF LOS ANGELES**  
invites applications for the position of:

## **MANAGER, CEO - ASSET MANAGEMENT**

---

**SALARY:** \$11,262.26 - \$17,046.36 Monthly

**OPENING DATE:** 02/23/16

**CLOSING DATE:** Continuous

**POSITION/PROGRAM INFORMATION:**



**COUNTY OF LOS ANGELES - CHIEF EXECUTIVE OFFICE**

**FIRST DAY OF FILING**

February 29, 2016 at 12:00 p.m. (PST)

This examination will remain open until the needs of the service are met and is subject to closure without prior notice.

**EXAM NUMBER**

M08452

**Special Salary Information:**

Management Appraisal of Performance Plan (MAPP): This position is subject to the provisions of the Management Appraisal of Performance Plan (MAPP). Initial salary placement and subsequent salary adjustments will be made in accordance with MAPP guidelines and regulations.

**BENEFITS INFORMATION:**

Non-Represented Employees. Cafeteria Benefit plan, Defined Contribution Retirement Plan, Deferred Compensation & Thrift Plan, 11 Paid holidays, Generous Vacation and Sick Leave Benefits, and Flexible Work Schedules.

**TYPE OF RECRUITMENT**

Open Competitive Job Opportunity

**DEFINITION:**

This position is distinguished by its administrative responsibility for assisting in managing the County's real property master planning, sustainability and maintenance of facilities for use in County operations and the use, reuse and development of County real property, and support of the Board of Supervisors economic development policy priorities and initiatives.

**ESSENTIAL JOB FUNCTIONS:**

Assists in directing the overall management of technical and administrative staff preparing and implementing the County's strategic asset master planning, sustainability, and maintenance of County real property assets including land, buildings, facilities, and infrastructure.

Assists in directing the County's sustainability efforts through adoption of best practices for maintenance and life-cycle management of real property and appropriate investments in energy efficiency and environmental initiatives.

Assists in recommending to the CEO and the Board of Supervisors the highest and best use and reuse of County assets in support of County missions and to generate revenue, support County economic development policy and Board goals and directives.

Assists in directing strategic planning and performance measurement systems related to real property and asset management.

Assists in maintaining liaison with elected officials, agencies, departments and other public and private agencies to develop constructive and cooperative working relationships.

Assists in directing the preparation of special studies, correspondence and reports as directed by the CEO and the Board of Supervisors.

Assists in providing expert advice on use and reuse of County assets, sustainability and life cycle asset management, County asset-related economic development throughout the County with particular focus on the unincorporated areas of the County, consistent with the CEO's leadership role.

## **REQUIREMENTS:**

### **SELECTION REQUIREMENTS:**

Three years of experience in a highly responsible administrative capacity\* of Asset Management in a complex organization dealing with the construction, maintenance, and/or managing the planning and financing of real property assets such as buildings, facilities, or infrastructure at the level of Los Angeles County's class of Chief Program Specialist, CEO\*\*, or Principal Analyst, CEO\*\*\* or higher.

### **LICENSE:**

A valid California Class C Driver License or the ability to utilize an alternative method of transportation when needed to carry out job-related essential functions.

### **PHYSICAL CLASS:**

2 - Light. Involves light physical effort which may include occasional light lifting to a 10-pound limit, and some bending, stooping or squatting. Considerable walking may be involved.

### **SPECIALTY REQUIREMENT INFORMATION:**

\*For this examination, highly responsible administrative capacity is defined as independent responsibility for the most complex and difficult assignments; analyzing and making recommendations for the solution of problems of organization, budget, personnel, information services, programs, facilities planning, materials management, and general management; and development of procedures and participation in policy formulation.

\*\*For this examination, experience at the level of Chief Program Specialist, CEO is gained through having responsibility for a major program providing operating departments with professional services in the administration of specialized organization-wide programs.

\*\*\*Experience at the level of Principal Analyst, CEO is gained assisting the CEO to manage the County's administrative and financial affairs, under the general direction of a CEO manager.

## **ADDITIONAL INFORMATION:**

### **EXAMINATION CONTENT**

This examination will consist of an Interview weighted 100%. The interview will assess knowledge and experience; problem solving and decision making; communication and interpersonal effectiveness; work habits and attitudes; and leadership and management.

**Note:** Interview invitation notices will be sent to candidates via email. It is important that candidates provide a valid email address in their application. Please add [srivanis@hr.lacounty.gov](mailto:srivanis@hr.lacounty.gov) to your email address book and list of approved senders to prevent email notifications from being filtered as spam/junk mail.

Candidates must meet the Selection Requirements and must achieve a passing score of 70% or higher on the exam in order to be placed on the eligible register.

Final results will be sent by US mail. Scores cannot be given over the phone.

### **TEST PREPARATION**

Study guides and other test preparation resources are available to help candidates prepare for

employment tests. An interactive, Online Test Preparation System for taking practice tests may be accessed on the Department of Human Resources website at <http://hr.lacounty.gov/>. Please click on "Find A Job" and then "Job Search Toolkit." Test preparation information is located under the "Employment Test Assistance" section. While the guides will help in preparing for the test, we advise you to review all related materials that you deem necessary.

### ELIGIBILITY INFORMATION

Applications will be processed on an as-received basis and promulgated to the eligible register accordingly.

The names of candidates receiving a passing score in the examination will be placed on the eligible register in the order of their score group for a period of twelve (12) months following the date of promulgation.

No person may compete for this examination more than once every 12 months.

### VACANCY INFORMATION

The eligible register resulting from this examination will be used to fill vacancies in the Chief Executive Office as they occur.

**AVAILABLE SHIFT:** Any

### APPLICATION AND FILING INFORMATION

Applications must be filed online only. Applications submitted by U.S. Mail, Fax, or in person will not be accepted. Apply online by clicking on the green "Apply" button at the top right of this posting. You can also track the status of your application using this web site.

Applications will be accepted starting February 29, 2016 at 12:00 pm. This examination will remain open until the needs of the service are met and is subject to closure without prior notice. We must receive your application by 5:00 pm, PST, on or before the last day of filing.

Fill out your application completely. The acceptance of your application depends on whether you have clearly shown that you meet the SELECTION REQUIREMENTS. Provide any relevant job experience in the spaces provided so we can evaluate your qualifications for the job. For each job held, give the name and address of your employer, your job title, beginning and ending dates, number of hours worked per week, description of work performed, and salary earned. If your application is incomplete, it will be rejected.

### IMPORTANT NOTE:

Please note that **ALL** information included in the application materials is subject to **VERIFICATION** at any point during the examination and hiring process, including after an appointment has been made. **FALSIFICATION** of any information may result in **DISQUALIFICATION** or **RESCISSION OF APPOINTMENT**. Utilizing **VERBIAGE** from Class Specification and Selection Requirements serving as your description of duties **WILL NOT** be sufficient to demonstrate that you meet the requirements. Doing so may result in an **INCOMPLETE APPLICATION** and you may be **DISQUALIFIED**.

**ADA Coordinator Email:** [adarequests@hr.lacounty.gov](mailto:adarequests@hr.lacounty.gov)

**Teletype Phone:** (800) 899-4099

**Alternate Teletype Phone:** (800) 897-0077

**California Relay Services Phone:** (800) 735-2922

**Department Contact Name:** Sarah Rivanis

**Department Contact Phone:** (213) 738-2129

**Department Contact Email:** [srivanis@hr.lacounty.gov](mailto:srivanis@hr.lacounty.gov)

---

## COUNTY OF LOS ANGELES Employment Information

Any language contained in the job posting supersedes any language contained below.

#### Your Responsibilities:

##### 1. Completing Your Application:

a. Before submission of the application, it is your responsibility to ensure that all information provided is correct and complete on the application. Incomplete applications cannot be accepted.

b. Please list separately the PAYROLL TITLE for each job. Do not group your experience. Specify the beginning and ending dates for each job. If you are a County employee and have been promoted, do NOT list all of your time with the County under your present payroll title.

**Social Security Act of 2004:** Section 419 (c) of Public Law 108-203, the Social Security Protection Act of 2004, requires State and local government employers to disclose the effect of the Windfall Elimination Provision and the Government Pension Offset Provision to employees hired on or after January 1, 2005, in jobs not covered by Social Security. The County of Los Angeles does not participate in the Social Security System. All newly hired County of Los Angeles employees must sign a statement (Form SSA-1945) prior to the start of employment indicating that they are aware of a possible reduction in their future Social Security benefit entitlement. For more information on Social Security and about each provision, you

## COUNTY OF LOS ANGELES Employment Information

### Any language contained in the job posting supersedes any language contained below.

c. Your Social Security Number must be included for record control purposes. Federal law requires that all employed persons have a Social Security Number.

d. To receive APPROPRIATE CREDIT, include a copy of your diploma, transcript, certificate, or license as directed on the job posting.

#### 2. Minimum or Selection Requirements are listed in the job posting.

a. YOUR APPLICATION WILL BE ACCEPTED ONLY IF IT CLEARLY SHOWS YOU MEET THESE REQUIREMENTS. The information you give will determine your eligibility and is subject to verification at any time.

b. You must be at least 16 years of age at the time of appointment unless other age limits are stated on the job posting. The Federal Age Discrimination in Employment Act (ADEA) of 1967, as amended, prohibits discrimination on the basis of age for any individual over age 40.

c. Your experience may be paid or unpaid unless the job posting states otherwise. Experience is evaluated on the basis of a verifiable 40-hour week.

#### 3. Application Deadline:

a. All job applications must be completed and submitted by the last day of the filing period and closing time indicated on the job posting. Job postings with an open continuous filing period are subject to closure without prior notice. It is to your advantage to file your application early and not wait until the last allowable date and time as you will not be able to apply once the filing period has closed.

b. Applications for positions designated "Apply in Person" must be filed in person at the address provided on the job posting.

#### 4. Change of Name or Address:

To change personal information such as your name or address, log into your profile and make the necessary change. This can be done at any time.

#### 5. Promotional Examinations:

a. Some of your experience may have been in a position in which such work is not typically performed. If such experience is permitted as indicated on the job posting, a signed Verification of Experience Letter (VOEL) signed by your department's Human Resources Office must be attached to your application unless otherwise stated on the job posting.

b. If indicated on the job posting, permanent employees who have COMPLETED THEIR INITIAL PROBATIONARY PERIOD AND HOLD A QUALIFYING PAYROLL TITLE may file for promotional examinations if they are within six months of meeting the experience requirements by the last day of filing or at the time of filing for open continuous exams.

#### 6. Equal Employment Opportunity/Non-Discrimination Policy:

a. It is the policy of the County of Los Angeles to provide equal employment opportunity for all qualified persons, regardless of race, color, religion, sex, national origin, age, sexual orientation or disability.

b. If you require material in an ALTERNATE FORMAT or are an individual requesting REASONABLE ACCOMMODATION(S) in the examination process for a physical or mental disability, please CONTACT THE AMERICANS WITH DISABILITIES ACT (ADA) COORDINATOR LISTED ON THE JOB POSTING. The provision of reasonable accommodation may be subject to verification of disability as allowable with State and Federal law. All disability-related information will remain confidential.

**Disclaimer:** The County of Los Angeles is not responsible or in any way liable for any computer hardware or software malfunction which may affect the employment application or the application selection process.

You assume all responsibility and risk for the use of this system and the Internet generally. This system and the information provided on it are provided on an "as is" and "as available" basis without warranties of any kind, either express or implied. No advice or information given by the County of Los Angeles or its respective employees shall modify the foregoing or create any warranty.

The County of Los Angeles expressly disclaims any warranty that the information on this system or on the Internet generally will be uninterrupted or error free or that any information, software or other material accessible from the system is free of viruses or other harmful components. You shall have no recourse against the County of Los Angeles as the system provider for any alleged or actual infringement of any proprietary rights a user may have in anything posted or retrieved on our system.

The County of Los Angeles shall not be liable for any direct, indirect, punitive, incidental, special or consequential damages arising out of or in any way connected with the use of this system or with the delay or inability to use it (or any linked sites), or for any information obtained through this system, or otherwise arising out of the use of this system, the Internet generally or on any other basis.

**NOTE:** Your application is submitted using Secure Encryption to ensure the privacy of all information you transmit over the Internet.

By accepting the Use Disclaimer set forth here, you agree to all of the above terms and further agree to use this Online Job Employment Application System only for the submission of bona fide employment applications to the County of Los Angeles. Any other use of this Online Job Employment Application System, including without limitation any copying, downloading, translation, decompiling, or reverse engineering of the system, data, or related software, shall be a violation of the Use Disclaimer.

**Benefit Information:** Depending on the position, the successful candidate

may visit the website [www.socialsecurity.gov](http://www.socialsecurity.gov), or call toll free 1-800-772-1213. Persons who are deaf or hard of hearing may call the TTY number 1-800-325-0778 or contact a local Social Security office.

**Record of Convictions:** As part of the selection process you may be required to complete and submit a Candidate Conviction History Questionnaire (CCHQ). PLEASE DO NOT SUBMIT THE CCHQ WITH YOUR APPLICATION, unless instructed to do so. A full disclosure of all convictions is required, when requested. Failure to disclose convictions will result in disqualification. Not all convictions constitute an automatic bar to employment. Factors such as your age at the time of the offense(s), and the recency of offense(s) will be taken into account, as well as the relationship between the offense(s) and the job(s) for which you apply. However, any applicant for County employment who has been convicted of workers' compensation fraud is automatically barred from employment with the County of Los Angeles (County Code Section 5.12.110). ANY CONVICTIONS OR COURT RECORDS WHICH ARE EXEMPTED BY A VALID COURT ORDER DO NOT HAVE TO BE INCLUDED.

For more information regarding convictions that are not subject to disclosure, please refer to the CCHQ from the link below:

[http://file.lacounty.gov/dhr/CCHO\\_2014.pdf](http://file.lacounty.gov/dhr/CCHO_2014.pdf)

**Americans with Disabilities Act of 1990:** All positions are open to qualified men and women. Pursuant to the Americans with Disabilities Act of 1990, persons with disabilities who believe they need reasonable accommodation, or help in order to apply for a position, may contact the ADA/Personnel Services for Disabled Persons Coordinator. Hearing impaired applicants with telephone teletype equipment may leave messages by calling the teletype phone number on the job posting. The County will attempt to meet reasonable accommodation requests whenever possible.

**Veteran's Credit:** In all open competitive examinations, a veteran's credit of 10 percent of the total credits specified for such examinations will be added to the final passing grade of an honorably discharged veteran who served in the Armed Forces of the United States under any of the following conditions: During a declared war; -or- During the period April 28, 1952 through July 1, 1955; -or- For more than 180 consecutive days, other than for training, any part of which occurred after January 31, 1955, and before October 15, 1976; -or- During the Gulf War from August 2, 1990 through January 2, 1992; -or- For more than 180 consecutive days, other than for training, any part of which occurred during the period beginning September 11, 2001, and ending on August 31, 2010 the last day of Operation Iraqi Freedom; -or- In a campaign or expedition for which a campaign medal or expeditionary medal has been authorized and awarded. Any Armed Forces Expeditionary medal or campaign badge, including El Salvador, Lebanon, Grenada, Panama, Southwest Asia, Somalia, and Haiti qualifies for credit.

A campaign medal holder or Gulf War veteran who originally enlisted after September 7, 1980 (or began active duty on or after October 14, 1982, and has not previously completed 24 months of continuous active duty) must have served continuously for 24 months or the full period called or ordered to active duty.

This also applies to the spouse of such person who, while engaged in such service was wounded, disabled or crippled and thereby permanently prevented from engaging in any remunerative occupation, and also to the widow or widower of any such person who died or was killed while in such service. A DD214, Certificate of Discharge or Separation from Active Duty, or other official documents issued by the branch of service are required as verification of eligibility for Veterans preference. Applicants must submit the documentation for each open competitive exam to qualify for veteran's credit.

**Employment Eligibility Information:** Final appointment is contingent upon verification of U.S. citizenship or the right to work in the United States. Immigration law provides that all persons hired after November 6, 1986, are required to present original documents to the County, within three (3) business days of hiring, which show satisfactory proof of: 1) Identity and 2) U.S. employment eligibility.

**Los Angeles County Child Support Compliance Program:** In an effort to improve compliance with court-ordered child, family and spousal support obligations, certain employment and identification information (i.e., name, address, Social Security number and date of hire) is regularly reported to the State Directory of New Hires which may assist in locating persons who owe these obligations. Family Code Section 17512 permits under certain circumstances for additional employment and identifying information to be requested. Applicants will not be disqualified from employment based on this information.

**The California Fair Employment and Housing Act** (Part 2.8 commencing with Section 12900 of Division 3 of Title 2 of the Government Code) and the Regulations of the Fair Employment and Housing Commission (California Code of Regulations, Title 2, Division 4, Sections 7285.0 through 8504) prohibits employment discrimination based on race or color; religion; national origin or ancestry, physical disability; mental disability or medical condition; marital status; sex or sexual orientation; age, with respect to persons over the age of 40; and pregnancy, childbirth, or related medical conditions.

**Test Preparation:** Study guides and other test preparation resources may be accessed through the Department of Human Resources website at: <http://hr.lacounty.gov>. Additional test preparation resources may be listed on the job posting.

**Accreditation Information:** Accredited institutions are those listed in the publications of regional, national or international accrediting agencies which are accepted by the Department of Human Resources. Publications such as American Universities and Colleges and International Handbook of Universities are acceptable

---

**COUNTY OF LOS ANGELES**  
**Employment Information**

Any language contained in the job posting supersedes any language contained below.

will enroll in a contributory defined benefit pension plan if the candidate is a references. Also acceptable, if appropriate, are degrees that have been evaluated "new member" of the County's defined benefit plan (LACERA) on or after and deemed to be equivalent to degrees from United States accredited institutions January 1, 2013 (first employed by the County on or after December 1, by an academic credential evaluation agency recognized by The National 2012) – unless she or he established reciprocity with another public Association of Credential Evaluation Services or the Association of International retirement system in which she or he was a member before January 1, 2013. Credential Evaluators, Inc. (AICE). It should be noted that County employees do not pay into Social Security, but do pay the Medical Hospital Insurance Tax portion of Social Security at a rate of 1.45%. The Los Angeles County Employees Retirement Association (LACERA) has reciprocal agreements with several public retirement systems in California.

APPLICATIONS MAY BE FILED ONLINE AT:

<http://hr.lacounty.gov>

Position #M08452  
MANAGER, CEO - ASSET MANAGEMENT  
SR

\*\*\*\*\*

Los Angeles, CA 90010

---

**MANAGER, CEO - ASSET MANAGEMENT Supplemental Questionnaire**

- \* 1. The information you provide on this supplemental questionnaire will be evaluated and used to determine your eligibility to participate in the next phase of the examination process. Please be as specific as possible and include all information as requested. Comments such as "see resume or application" will not be considered as a response. Please note that all information is subject to verification at any time in the examination and hiring process. Falsification of any information may result in disqualification or dismissal.  
☐ I understand the above information and instructions.
- \* 2. Please describe your asset management experience as it relates to the **construction** of real property assets such as buildings, facilities, or infrastructure. For the experience listed, provide your job title, beginning and end dates, and name of the agency as reflected on your application. If you do not have this type of asset management experience, please type "No related experience."
- \* 3. Please describe your asset management experience as it relates to the **maintenance** of real property assets such as buildings, facilities, or infrastructure. For the experience listed, provide your job title, beginning and end dates, and name of the agency as reflected on your application. If you do not have this type of asset management experience, please type "No related experience."
- \* 4. Please describe your asset management experience as it relates to **managing the planning and financing** of real property assets such as buildings, facilities, or infrastructure. For the experience listed, provide your job title, beginning and end dates, and name of the agency as reflected on your application. If you do not have this type of asset management experience, please type "No related experience."
- \* 5. Please describe your most complex project or assignment in asset management. Detail your specific role and responsibility, and the level of independence you had in performing these duties. For the experience listed, provide your job title, beginning and end dates, and name of employer as reflected on your application.
- \* Required Question



COUNTY OF LOS ANGELES  
invites applications for the position of:

## PUBLIC INFORMATION OFFICER II

---

**SALARY:** \$5,412.46 - \$7,098.18 Monthly  
\$64,949.52 - \$85,178.16 Annually

**OPENING DATE:** 02/16/16

**CLOSING DATE:** Continuous

**POSITION/PROGRAM INFORMATION:**



**FILING START DATE:**  
**02/17/2016 AT 8:00 A.M.**

This examination will remain open until the needs of the service are met and is subject to closure without prior notice

**EXAM NUMBER**  
**b1601A**

**TYPE OF RECRUITMENT**  
**Open Competitive Job Opportunity**  
**Open Continuous**

**DEFINITION:**

Develops, organizes, and coordinates a comprehensive public information program for a County department.

**CLASSIFICATION STANDARDS:**

Positions allocable to this class report to a higher supervisor and have immediate responsibility developing, organizing, and coordinating major public information programs for a large County departments where there is a continuing need to gain public support and acceptance of departmental activities and programs concerning highly controversial issues.

**ESSENTIAL JOB FUNCTIONS:**

- Advises top management concerning the timing of interviews, speeches, and policy statements, and the overall public relations program
- Develops and executes the techniques and procedures to accomplish the objectives of the department's information program.
- Analyzes the extent of public understanding of the programs administered by the department and determines the need for further public information and educational activities.
- Develops and maintains an outlet through radio, television, and the press for announcements of departmental programs and activities and develops material to be presented.
- Prepares and directs a staff in the preparation of publicity releases and feature articles on various



phases of departmental activities.

- Plans and directs special events of a public relations nature.
- Edits, from a public relations and a policy point of view, technical papers prepared by the technical staff.
- Encourages and assists reporters and magazine writers in the development of special features and in the dissemination of information regarding the department.
- Prepares correspondence in reply to inquiries, general complaints, and suggestions relative to the department's programs, consulting with professional and technical staff members for pertinent facts and information.
- Composes a variety of general and special information pamphlets concerning various phases of departmental operations for distribution to the public.
- Arranges radio and television appearances for departmental personnel and prepares materials for their use.
- Arranges for speeches to be given by departmental personnel or personally makes speeches before various civic groups and other organizations.
- Contacts and works with representatives of other agencies, both public and private, in disseminating information concerning departmental services and activities with the ultimate goal being maximum public utilization and benefit of departmental services.
- Arranges press conferences to promote public understanding of the programs administered by the department.
- Reviews rough drafts of departmental reports, manuals, and directives for proper composition and considers public relations implications.
- Composes special articles concerning departmental programs or activities for publication in national magazines or newspapers as needed.
- Keeps abreast of new county programs, particularly those affecting departmental operations that may require special attention to public relations.
- Serves as DMH representative at various community events and departmental functions.
- Serves as DMH representative at disaster preparedness and crisis training (e.g. FEMA training and county trainings).
- Serves as DMH liaison for media inquiries.
- Creates and distribute media advisories and releases for several events (e.g. Street Symphony, Beats Meets Street concerts, IBHIS kick-off, etc.).
- Assists in writing, editing and producing the quarterly Minds & Matters.
- Assists in writing and editing the weekly e-News, including submitted work from others.
- Assists in the development and production of Profiles of Hope, PSAs and any other video projects (e.g. UCLA historical project).
- Assists in any other DMH projects that require writing, editing or layout production (e.g. fact sheets (Homelessness Resource Fact Sheet), poster (LAC+USC Wellness Center), flyers (Older Adults), research papers (Cultural Competency/Outreach & Engagement), etc.
- Maintains the Facebook pages, YouTube and G-mail accounts.

## **REQUIREMENTS:**

### **Selection Requirements:**

Graduation from an accredited college or university\* -AND- five years of public relations experience including the writing and placing of news and feature articles for various communication media, two (2) years of the required experience must have included using social media\*\* to promote project, service, or product.

### **LICENSE:**

A valid California Class C Driver License or the ability to utilize an alternative method of transportation when needed to carry out job-related essential functions.

### **PHYSICAL CLASS:**

2 - Light: physical effort which may include occasional light lifting to a 10 pound limit, and some bending, stooping or squatting. Considerable walking may be involved.

**DESIRABLE QUALIFICATIONS:**

- Experience working in healthcare or mental health and a general understanding of relevant policy issues.
- Experience developing media and messaging strategies that extend the reach of an advertising campaign, communicate program messages and motivate the target population to act on message.
- Experience interacting with mental health clients, executive staff of the Department, and elected officials in a wide variety of settings (i.e., Skid Row, mental health programs, social events with media and entertainment individuals, etc.)

**SPECIAL REQUIREMENT INFORMATION:**

\*\*Social media is defined as multiple computer/internet generated portals that provide information and services to an unlimited number of users.

**ADDITIONAL INFORMATION:****EXAMINATION CONTENT**

An evaluation of experience based upon application and Supplemental Questionnaire information weighted 100%.

Candidates must achieve a passing score of 70% or higher in order to be placed on the eligible register.

**ELIGIBILITY INFORMATION**

Applications will be processed on an "**as-received**" basis and those receiving a passing score will be promulgated to the eligible register accordingly.

The names of candidates receiving a passing grade in the examination will be placed on the eligible register in the order of their score group for a period of twelve (12) months following the date of promulgation.

Retake: No person may compete for this examination more than once in a twelve (12) month period.

**SPECIAL INFORMATION**

Past and present mental health clients and family members are encouraged to apply.

**AVAILABLE SHIFT**

Appointees may be required to work any shift, including evenings, nights, weekends and holidays.

**VACANCY INFORMATION**

The eligible register for this examination will be used to fill a vacancy in the Department of Mental Health.

**APPLICATION AND FILING INFORMATION**

Applicants are required to complete and submit an online Los Angeles County Employment Application AND Supplemental Questionnaire in order to be considered for this examination. Paper applications, resumes, or any unsolicited documents will not be accepted in lieu of completing the online application and Supplemental Questionnaire. We must receive your application by 5:00 pm, PST, on the last day of filing.

**INSTRUCTIONS FOR FILING ONLINE**

Apply online by clicking on the "Apply" tab for this posting.

Applicants must complete and submit their online applications and upload required documents (e.g. Resume, diploma, etc.) as attachment(s) during application submission or send by email to [exams@dmh.lacounty.gov](mailto:exams@dmh.lacounty.gov) within 15 calendar days from date of application submission. Indicate the Exam Title on the subject line when sending required documents by email.

\*In order to receive credit for any college course work, or any type of college degree, such as Bachelor's, or Master's degree, or for completion of a certificate program, you must include a legible copy of the



official diploma, official transcripts, or official letter from the accredited institution which shows the area of specialization; or official certificates with your application at the time of filing or within 15 calendar days of filing.

The acceptance of your application will depend on whether you have clearly shown that you meet the Selection Requirements. Your online application must show complete license, education and work experience information necessary to evaluate your qualifications. License information section must show title of license, license number, original date of issue, and expiration date. Education information section must include name and address of school attended, complete dates attended, name of course/s taken, number of units earned, and degree/s earned. Work experience section must include job title, employer name and address, name of work area/facility, actual payroll title held and not the working and/or functional titles, from/to dates of employment including month, day and year, total number of months, total number of hours worked per week - not a range of hours (full or part-time), and complete and detailed description of related job duties. If range of hours is provided, experience will be prorated based on the lowest number of hours worked per week. LIST separately each job experience to be evaluated.

All information is subject to verification. Applicants may be rejected at any stage of the selection process.

#### **SOCIAL SECURITY NUMBER LANGUAGE**

All applicants must enter a valid social security number at the time of filing. Entering anything other than a valid social security number (i.e. 000-00-0000, 111-11-1111, etc.) will result in an automatic rejection of your application.

#### **COMPUTER AND INTERNET ACCESS AT LIBRARIES**

For candidates who may not have regular access to a computer or the internet, applications can be completed on computers at public libraries throughout Los Angeles County.

#### **NO SHARING USER ID AND PASSWORD**

All applicants must file their applications online using their own user ID and password. Using a family member or friend's user ID and password may erase a candidate's original application record.

#### **DEPARTMENT CONTACT**

Department Contact Name: Celia Yeung, Exam Analyst  
Department Contact Phone: 213-972-7038 or 213-972-7034  
Department Contact Email: [exams@dmh.lacounty.gov](mailto:exams@dmh.lacounty.gov)

**ADA Coordinator Phone:** 213-972-7034

**Teletype Phone:** 800-735-2922

**California Relay Services Phone:** 800-735-2922

---

### **COUNTY OF LOS ANGELES Employment Information**

Any language contained in the job posting supersedes any language contained below.

#### **Your Responsibilities:**

##### **1. Completing Your Application:**

- a. Before submission of the application, it is your responsibility to ensure that all information provided is correct and complete on the application. Incomplete applications cannot be accepted.
- b. Please list separately the PAYROLL TITLE for each job. Do not group your experience. Specify the beginning and ending dates for each job. If you are a County employee and have been promoted, do NOT list all of your time with the County under your present payroll title.
- c. Your Social Security Number must be included

**Social Security Act of 2004:** Section 419 (c) of Public Law 108-203, the Social Security Protection Act of 2004, requires State and local government employers to disclose the effect of the Windfall Elimination Provision and the Government Pension Offset Provision to employees hired on or after January 1, 2005, in jobs not covered by Social Security. The County of Los Angeles does not participate in the Social Security System. All newly hired County of Los Angeles employees must sign a statement (Form SSA-1945) prior to the start of employment indicating that they are aware of a possible reduction in their future Social Security benefit entitlement. For more information on Social

---

---

**COUNTY OF LOS ANGELES  
Employment Information**

Any language contained in the job posting supersedes any language contained below.  
for record control purposes. Federal law requires that all employed persons have a Social Security Number.

d. To receive APPROPRIATE CREDIT, include a copy of your diploma, transcript, certificate, or license as directed on the job posting.

**2. Minimum or Selection Requirements are listed in the job posting.**

a. YOUR APPLICATION WILL BE ACCEPTED ONLY IF IT CLEARLY SHOWS YOU MEET THESE REQUIREMENTS. The information you give will determine your eligibility and is subject to verification at any time.

b. You must be at least 16 years of age at the time of appointment unless other age limits are stated on the job posting. The Federal Age Discrimination in Employment Act (ADEA) of 1967, as amended, prohibits discrimination on the basis of age for any individual over age 40.

c. Your experience may be paid or unpaid unless the job posting states otherwise. Experience is evaluated on the basis of a verifiable 40-hour week.

**3. Application Deadline:**

a. All job applications must be completed and submitted by the last day of the filing period and closing time indicated on the job posting. Job postings with an open continuous filing period are subject to closure without prior notice. It is to your advantage to file your application early and not wait until the last allowable date and time as you will not be able to apply once the filing period has closed.

b. Applications for positions designated "Apply in Person" must be filed in person at the address provided on the job posting.

**4. Change of Name or Address:**

To change personal information such as your name or address, log into your profile and make the necessary change. This can be done at any time.

**5. Promotional Examinations:**

a. Some of your experience may have been in a position in which such work is not typically performed. If such experience is permitted as indicated on the job posting, a signed Verification of Experience Letter (VOEL) signed by your department's Human Resources Office must be attached to your application unless otherwise stated on the job posting.

b. If indicated on the job posting, permanent

Security and about each provision, you may visit the website [www.socialsecurity.gov](http://www.socialsecurity.gov), or call toll free 1-800-772-1213. Persons who are deaf or hard of hearing may call the TTY number 1-800-325-0778 or contact a local Social Security office.

**Record of Convictions:** As part of the selection process you may be required to complete and submit a Candidate Conviction History Questionnaire (CCHQ). PLEASE DO NOT SUBMIT THE CCHQ WITH YOUR APPLICATION, unless instructed to do so. A full disclosure of all convictions is required, when requested. Failure to disclose convictions will result in disqualification. Not all convictions constitute an automatic bar to employment. Factors such as your age at the time of the offense(s), and the recency of offense(s) will be taken into account, as well as the relationship between the offense(s) and the job(s) for which you apply. However, any applicant for County employment who has been convicted of workers' compensation fraud is automatically barred from employment with the County of Los Angeles (County Code Section 5.12.110). ANY CONVICTIONS OR COURT RECORDS WHICH ARE EXEMPTED BY A VALID COURT ORDER DO NOT HAVE TO BE INCLUDED.

For more information regarding convictions that are not subject to disclosure, please refer to the CCHQ from the link below:

[http://file.lacounty.gov/dhr/CCHQ\\_2014.pdf](http://file.lacounty.gov/dhr/CCHQ_2014.pdf)

**Americans with Disabilities Act of 1990:** All positions are open to qualified men and women. Pursuant to the Americans with Disabilities Act of 1990, persons with disabilities who believe they need reasonable accommodation, or help in order to apply for a position, may contact the ADA/Personnel Services for Disabled Persons Coordinator. Hearing impaired applicants with telephone teletype equipment may leave messages by calling the teletype phone number on the job posting. The County will attempt to meet reasonable accommodation requests whenever possible.

**Veteran's Credit:** In all open competitive examinations, a veteran's credit of 10 percent of the total credits specified for such examinations will be added to the final passing grade of an honorably discharged veteran who served in the Armed Forces of the United States under any of the following conditions: During a declared war; -or- During the period April 28, 1952 through July 1, 1955; -or- For more than 180 consecutive days, other than for training, any part of which occurred after January 31, 1955, and before October 15, 1976; -or- During the

---

---

**COUNTY OF LOS ANGELES**  
**Employment Information**

Any language contained in the job posting supersedes any language contained below.

employees who have COMPLETED THEIR INITIAL PROBATIONARY PERIOD AND HOLD A QUALIFYING PAYROLL TITLE may file for promotional examinations if they are within six months of meeting the experience requirements by the last day of filing or at the time of filing for open continuous exams.

**6. Equal Employment Opportunity/Non-Discrimination Policy:**

a. It is the policy of the County of Los Angeles to provide equal employment opportunity for all qualified persons, regardless of race, color, religion, sex, national origin, age, sexual orientation or disability.

b. If you require material in an ALTERNATE FORMAT or are an individual requesting REASONABLE ACCOMMODATION(S) in the examination process for a physical or mental disability, please CONTACT THE AMERICANS WITH DISABILITIES ACT (ADA) COORDINATOR LISTED ON THE JOB POSTING. The provision of reasonable accommodation may be subject to verification of disability as allowable with State and Federal law. All disability-related information will remain confidential.

**Disclaimer:** The County of Los Angeles is not responsible or in any way liable for any computer hardware or software malfunction which may affect the employment application or the application selection process.

You assume all responsibility and risk for the use of this system and the Internet generally. This system and the information provided on it are provided on an "as is" and "as available" basis without warranties of any kind, either express or implied. No advice or information given by the County of Los Angeles or its respective employees shall modify the foregoing or create any warranty.

The County of Los Angeles expressly disclaims any warranty that the information on this system or on the Internet generally will be uninterrupted or error free or that any information, software or other material accessible from the system is free of viruses or other harmful components. You shall have no recourse against the County of Los Angeles as the system provider for any alleged or actual infringement of any proprietary rights a user may have in anything posted or retrieved on our system.

Gulf War from August 2, 1990 through January 2, 1992; -or- For more than 180 consecutive days, other than for training, any part of which occurred during the period beginning September 11, 2001, and ending on August 31, 2010 the last day of Operation Iraqi Freedom; -or- In a campaign or expedition for which a campaign medal or expeditionary medal has been authorized and awarded. Any Armed Forces Expeditionary medal or campaign badge, including El Salvador, Lebanon, Grenada, Panama, Southwest Asia, Somalia, and Haiti qualifies for credit.

A campaign medal holder or Gulf War veteran who originally enlisted after September 7, 1980 (or began active duty on or after October 14, 1982, and has not previously completed 24 months of continuous active duty) must have served continuously for 24 months or the full period called or ordered to active duty.

This also applies to the spouse of such person who, while engaged in such service was wounded, disabled or crippled and thereby permanently prevented from engaging in any remunerative occupation, and also to the widow or widower of any such person who died or was killed while in such service. A DD214, Certificate of Discharge or Separation from Active Duty, or other official documents issued by the branch of service are required as verification of eligibility for Veterans preference. Applicants must submit the documentation for each open competitive exam to qualify for veteran's credit.

**Employment Eligibility Information:** Final appointment is contingent upon verification of U.S. citizenship or the right to work in the United States. Immigration law provides that all persons hired after November 6, 1986, are required to present original documents to the County, within three (3) business days of hiring, which show satisfactory proof of: 1) identity and 2) U.S. employment eligibility.

**Los Angeles County Child Support Compliance Program:** In an effort to improve compliance with court-ordered child, family and spousal support obligations, certain employment and identification information (i.e., name, address, Social Security number and date of hire) is regularly reported to the State Directory of New Hires which may assist in locating persons who owe these obligations. Family Code Section 17512 permits under certain circumstances for additional employment and identifying information to be requested. Applicants will not be disqualified from employment based on this information.

---

---

**COUNTY OF LOS ANGELES**  
**Employment Information**

Any language contained in the job posting supersedes any language contained below.

The County of Los Angeles shall not be liable for any direct, indirect, punitive, incidental, special or consequential damages arising out of or in any way connected with the use of this system or with the delay or inability to use it (or any linked sites), or for any information obtained through this system, or otherwise arising out of the use of this system, the Internet generally or on any other basis.

NOTE: Your application is submitted using Secure Encryption to ensure the privacy of all information you transmit over the Internet.

By accepting the Use Disclaimer set forth here, you agree to all of the above terms and further agree to use this Online Job Employment Application System only for the submission of bona fide employment applications to the County of Los Angeles. Any other use of this Online Job Employment Application System, including without limitation any copying, downloading, translation, decompiling, or reverse engineering of the system, data, or related software, shall be a violation of the Use Disclaimer.

**Benefit Information:** Depending on the position, the successful candidate will enroll in a contributory defined benefit pension plan if the candidate is a "new member" of the County's defined benefit plan (LACERA) on or after January 1, 2013 (first employed by the County on or after December 1, 2012) – unless she or he established reciprocity with another public retirement system in which she or he was a member before January 1, 2013. It should be noted that County employees do not pay into Social Security, but do pay the Medical Hospital Insurance Tax portion of Social Security at a rate of 1.45%. The Los Angeles County Employees Retirement Association (LACERA) has reciprocal agreements with several public retirement systems in California.

**The California Fair Employment and Housing Act** (Part 2.8 commencing with Section 12900 of Division 3 of Title 2 of the Government Code) and the Regulations of the Fair Employment and Housing Commission (California Code of Regulations, Title 2, Division 4, Sections 7285.0 through 8504) prohibits employment discrimination based on race or color; religion; national origin or ancestry, physical disability; mental disability or medical condition; marital status; sex or sexual orientation; age, with respect to persons over the age of 40; and pregnancy, childbirth, or related medical conditions.

**Test Preparation:** Study guides and other test preparation resources may be accessed through the Department of Human Resources website at: <http://hr.lacounty.gov>. Additional test preparation resources may be listed on the job posting.

**Accreditation Information:** Accredited institutions are those listed in the publications of regional, national or international accrediting agencies which are accepted by the Department of Human Resources. Publications such as American Universities and Colleges and International Handbook of Universities are acceptable references. Also acceptable, if appropriate, are degrees that have been evaluated and deemed to be equivalent to degrees from United States accredited institutions by an academic credential evaluation agency recognized by The National Association of Credential Evaluation Services or the Association of International Credential Evaluators, Inc. (AICE).

APPLICATIONS MAY BE FILED ONLINE AT:  
<http://hr.lacounty.gov>

\*\*\*\*\*  
Los Angeles, CA 90010

Position #b1601A  
PUBLIC INFORMATION OFFICER II  
CY

**PUBLIC INFORMATION OFFICER II Supplemental Questionnaire**

\* 1. The information you provide on this supplemental questionnaire is designed to assess your experience

as it relates to the Selection Requirements for competing in the Public Information Officer II examination. In order to be considered for this examination, you are required to respond to the following questions. All information that you provide is subject to verification. Referrals to a resume or the County application will be considered a non-response and will result in disqualification. I UNDERSTAND THE ABOVE INFORMATION AND INSTRUCTIONS

☐ Yes

- \* 2. Do you possess a bachelor's degree from an accredited college or university -AND- five years of public relations experience including the writing and placing of news and feature articles for various communication media, two (2) years of the required experience must have included using social media to promote project, service, or product.

In order to receive credit for any degree, you must include a legible copy of the official diploma, official transcripts, or official letter from the accredited institution which shows the area of specialization with your application at the time or within 15 calendar days of filing.

☐ Yes

☐ No

- \* 3. Describe in detail your public relations experience including the writing and placing of news and feature articles for various communication media, included using social media to promote project, service, or product.

Each response must include the following information. Credit will not be given if required information for evaluation is left blank or incomplete.

- EMPLOYER/COUNTY DEPARTMENT UNIT
- PAYROLL TITLE
- COMPLETE DATES OF CLAIMED EXPERIENCE (BEGINNING/ENDING)
- NUMBER OF HOURS WORKED PER WEEK
- NAME AND CONTACT NUMBER OF DIRECT SUPERVISOR
- COMPLETE DESCRIPTION OF DUTIES

- \* 4. Describe in detail your experience working in healthcare or mental health and a general understanding of relevant policy issues.

Each response must include the following information. Credit will not be given if required information for evaluation is left blank or incomplete.

- EMPLOYER/COUNTY DEPARTMENT UNIT
- PAYROLL TITLE
- COMPLETE DATES OF CLAIMED EXPERIENCE (BEGINNING/ENDING)
- NUMBER OF HOURS WORKED PER WEEK
- NAME AND CONTACT NUMBER OF DIRECT SUPERVISOR
- COMPLETE DESCRIPTION OF DUTIES

- \* 5. Describe in detail your experience developing media and messaging strategies that extend the reach of an advertising campaign, communicate program messages and motivate the target population to act on message.

Each response must include the following information. Credit will not be given if required information for evaluation is left blank or incomplete.

- EMPLOYER/COUNTY DEPARTMENT UNIT
- PAYROLL TITLE
- COMPLETE DATES OF CLAIMED EXPERIENCE (BEGINNING/ENDING)
- NUMBER OF HOURS WORKED PER WEEK
- NAME AND CONTACT NUMBER OF DIRECT SUPERVISOR
- COMPLETE DESCRIPTION OF DUTIES

- \* 6. Describe in detail your experience interacting with mental health clients, executive staff of the Department, and elected officials in a wide variety of settings (i.e., Skid Row, mental health programs, social events with media and entertainment individuals, etc.)

Each response must include the following information. Credit will not be given if required information for evaluation is left blank or incomplete.

- EMPLOYER/COUNTY DEPARTMENT UNIT
- PAYROLL TITLE
- COMPLETE DATES OF CLAIMED EXPERIENCE (BEGINNING/ENDING)
- NUMBER OF HOURS WORKED PER WEEK
- NAME AND CONTACT NUMBER OF DIRECT SUPERVISOR
- COMPLETE DESCRIPTION OF DUTIES

\* Required Question



**COUNTY OF LOS ANGELES – DEPARTMENT OF MENTAL HEALTH  
OLDER ADULT SYSTEM OF CARE**

**TRANSFER OPPORTUNITY – DMH Employees Only**  
**PSYCHIATRIC SOCIAL WORKER I/II**

The West Los Angeles Service Area 5 Administration is seeking interested candidates with strong advocacy and interpersonal skills to perform as a Service Area Child Navigator and Child/TAY Impact Unit Coordinator, whose main focus is providing assistance in accessing appropriate mental health services for children, adolescents, young adults, and their families.

**ESSENTIAL JOB DUTIES:**

- Child/TAY Full Service Partnership (FSP) Impact Unit:
  - Review of eligibility criteria and disposition of FSP referrals
  - Management of SA 5 FSP referral data
  - Facilitate one Child Impact and two TAY Impact Meetings each month with FSP and other providers to review referrals, discuss case issues and disposition planning
  - Program oversight of FSP agencies to ensure compliance with FSP model/guidelines, and efficacy of service delivery
  - Attend monthly Child/TAY Countywide meetings
- Child Navigator:
  - Outreach and engagement to potential Child FSP clients and their families
  - Community linkage/resource coordination for FSP and non-FSP cases
  - Consultation, guidance and support to children, families, community partners, and to the SA 5 directly operated clinic and DMH contract agencies
  - Working knowledge of available mental health programs for children including Outpatient, School-based services, Field Capable Clinical Services, Therapeutic Behavioral Services, FSP, Wraparound, and Family Preservation
  - Working knowledge of DCFS, Regional Center & Probation Systems
  - Work collaboratively with DCFS, Specialized Foster Care programs, Emergency Outreach Bureau, Probation, DPSS, Regional Center, School Districts and various other community based organizations
- Oversight over Service Area 5 School Based Mental Health Program and Birth to Five programs
- Serve as the Regional Center Liaison to improve collaboration with clients dually served with Regional Center and DMH
- Represent the Department of Mental Health and actively participate in various community meetings
- Provide presentations to community based organizations, providers and general community
- Provide field based assessments when necessary to determine appropriate level of care.

**DESIRABLE QUALIFICATIONS:**

- Strong Knowledge of children, adolescent, and young adult mental health issues and resources
- Familiarity with accessing, leveraging and coordinating community resources
- Knowledge of various funding sources, benefits or entitlement programs (e.g. Medi-Cal, MHSA, SSI)
- Familiarity or experience working with state/county entities, such as Probation, DCFS, and the Court System
- Strong multi-tasking and organizational skills
- Strong computer skills including ability to utilize Microsoft Excel and various online tracking systems
- Ability and desire to work in a positive and effective team environment

Interested applicants who are currently holding the payroll title of PSWI/II may submit their resume, last two (2) performance evaluations and last two (2) years of master time cards by **5:00 PM on Monday, February 29, 2016 to:**

Anahid Markarian-Aghaniantz

Telephone: 310-482-6600

Fax: 310-313-0813

[AMarkarianAghaniantz@dmh.lacounty.gov](mailto:AMarkarianAghaniantz@dmh.lacounty.gov)

11303 W. Washington Blvd. Ste. 200, Los Angeles, CA 90066





**POSITION TITLE:** SECRETARY TO JUDICIAL OFFICERS

**SALARY:** \$4,076.09-\$5,203.27 Monthly

**OPENING DATE:** 2/11/2016

**CLOSING DATE:** Continuous

**EXAM NUMBER:** R9764D

**TYPE OF RECRUITMENT:** Open Competitive Job Opportunity

**This position may close at any time based on needs of the Court.  
Applicants are encouraged to apply promptly.**

Los Angeles Superior Court is seeking dynamic, well-qualified and highly-motivated individual to fill the position of Secretary to Judicial Officers.

Los Angeles Superior Court is the largest unified trial court in the United States with nearly 600 courtrooms presided over by 550 bench officers and 4,500 full-time employees. The Court has 38 Court locations, serving 88 cities and 118 law enforcement agencies countywide.

Secretary to Judicial Officers provide complex and highly responsible secretarial services to judicial officers and independently produce a wide range of documents and reports requiring a thorough knowledge of Court and district regulations, policies and procedures. For a detailed job description, please click [HERE](#).

#### **SELECTION REQUIREMENTS:**

To qualify, you **must** meet selection requirements upon the final filing date of this bulletin:

Graduation from high school or G.E.D. equivalent **-AND-** Four (4) years of increasingly responsible full-time office administrative support or secretarial experience in a legal office environment at the level of the Superior Court of California, County of Los Angeles, Management Secretary\*; including experience preparing legal forms or documents such as demurrers, briefs, agreements, interrogatories and answers, and checking citations in legal sources **-AND-** Ability to type at the rate of 50 net words per minute.

**NOTE:** \*Experience at the level of Management Secretary is defined as performing work in a comparable class with the same level of responsibility, and requiring the same knowledge, skills, and abilities. Duties include performing complex, highly responsible, specialized and confidential secretarial functions for administrators/managers on a full-time basis; independently producing a wide range of documents and reports; maintaining calendars for administrators/managers; reviewing and prioritizing incoming mail; confirming meeting arrangements; and typing meeting agendas.

**Applicants who are not Court employees must demonstrate on their application materials that they are performing at the designated level.**

No out-of-class experience will be accepted.

#### **Licenses; Certificates; Special Requirements**

A valid California Class C Driver's License or the ability to utilize an alternative method of transportation when needed to carry out job-related essential functions.

Keyboarding Skills: Ability to type at the rate of 50 net words per minute.

#### **EXAMINATION INFORMATION:**

**Part I:** Qualifying evaluation of education, training and experience based upon submitted application materials and supplemental questionnaire. Applicants with the highest qualifications as determined through this evaluation process will be invited to participate in Part II of the examination process.

**Part II:** Qualifying keyboard test administrated on a personal computer. Candidates must keyboard at the rate of 50 net words per minute or higher in order to proceed to the next phase of the process.

**Part III:** Written exam, weighted 40%, covering English usage, legal terminology, computer usage, office operations, reading comprehension, math and interpersonal skills.

Applicants must achieve a passing score of 70% or higher on the written exam (Part III) in order to be invited to participate in the next part of the process.



**Part IV:** Oral interview, weighted 30%, covering oral communication, experience, organizational skills, customer service skills **-AND-** performance test, weighted 30% covering technical knowledge and general ability to perform the duties of the position.

#### **APPLICATION and FILING INFORMATION:**

Application may only be filed online. To learn how to apply online, please access the [Online Employment Application Guide](#). Los Angeles Superior Court reserves the right to verify all submitted documentation prior to appointment. The Court will only consider completed applications submitted, along with the required documents, and will reject incomplete applications. A resume will not substitute for a fully completed employment application. To facilitate the full and proper consideration of your work experience, clearly specify what professional experience meets the required job qualifications. When listing your work experience, please specify the beginning and end dates for each job you held and describe your experience for each position.

Please provide a current and accurate e-mail address for the Court to communicate with you about this job opportunity. Human Resources staff will notify all applicants of their application status via e-mail. We recommend that you add [info@governmentjobs.com](mailto:info@governmentjobs.com) to your e-mail address book to avoid the notification being filtered as spam mail.

Los Angeles Superior Court is an equal opportunity employer. Applicants with disabilities who require reasonable accommodations to participate in the recruitment process can contact the email address provided below. For additional employment information, please click [here](#).

Questions regarding this posting may be emailed to [YRodriguez2@LACourt.org](mailto:YRodriguez2@LACourt.org)

#### **WHAT TO EXPECT NEXT:**

We will notify you of the outcome after each step of the recruitment process has been completed. Applicants who successfully pass each (and all) examination part(s) will be placed on an eligible list good for one year. Other vacancies may be filled using this list.



#### **Exam #R9764D Secretary to Judicial Officers**

Applications may be submitted online at [www.lacourt.org](http://www.lacourt.org)  
OR via the HR computer kiosk at  
Los Angeles Superior Court  
Human Resources Administration  
111 N. Hill Street, Room 203  
Los Angeles, CA 90012



#### **Secretary to Judicial Officers Supplemental Questionnaire**

- \* 1. INSTRUCTIONS: The information you provide on this online supplemental questionnaire will be evaluated. All questions must be answered. Incomplete responses, false statements, omission of a material fact and partial information can result in disqualification. Attaching or referencing a resume will NOT be considered responsive.

For each of specialized tasks below, please select the ONE statement that best describes your experience using the scale (A through E) provided. If you feel that your experience exceeds all of the descriptions for a particular question, choose the description that is the closest level to the experience that you possess.

☐ Please check the box to indicate you have read and understood the instructions.

- \* 2. **COMPETENCY: CLERICAL**

Types, Formats, Edits, Revises, Composes correspondence and reports.

- ☐ A- I have not had training, or experience in performing this tasks.
- ☐ B- I have had training on this task but have not yet performed it on the job.
- ☐ C- I have performed this task on the job. My work on this task was monitored closely by a supervisor or senior employee to ensure compliance with proper procedures.
- ☐ D- I have performed this task as a regular part of a job. I have performed it independently and normally without review by a supervisor or senior employee.
- ☐ E- I am considered an expert in performing this task. I have overseen performance of this task or am the person who is consulted by other workers to assist them in doing this task because of my expertise.

- \* 3. Makes and confirms travel and other arrangements for training and business trips; types itineraries.

☐ A- I have not had training, or experience in performing this tasks.

- ☐ B- I have had training on this task but have not yet performed it on the job.
- ☐ C- I have performed this task on the job. My work on this task was monitored closely by a supervisor or senior employee to ensure compliance with proper procedures.
- ☐ D- I have performed this task as a regular part of a job. I have performed it independently and normally without review by a supervisor or senior employee.
- ☐ E- I am considered an expert in performing this task. I have overseen performance of this task or am the person who is consulted by other workers to assist them in doing this task because of my expertise.
- \* 4. Provides backup support to other secretarial and clerical support staff.
- ☐ A- I have not had training, or experience in performing this tasks.
- ☐ B- I have had training on this task but have not yet performed it on the job.
- ☐ C- I have performed this task on the job. My work on this task was monitored closely by a supervisor or senior employee to ensure compliance with proper procedures.
- ☐ D- I have performed this task as a regular part of a job. I have performed it independently and normally without review by a supervisor or senior employee.
- ☐ E- I am considered an expert in performing this task. I have overseen performance of this task or am the person who is consulted by other workers to assist them in doing this task because of my expertise.
- \* 5. Assists in planning and coordinating projects, programs and events; post notices as needed.
- ☐ A- I have not had training, or experience in performing this tasks.
- ☐ B- I have had training on this task but have not yet performed it on the job.
- ☐ C- I have performed this task on the job. My work on this task was monitored closely by a supervisor or senior employee to ensure compliance with proper procedures.
- ☐ D- I have performed this task as a regular part of a job. I have performed it independently and normally without review by a supervisor or senior employee.
- ☐ E- I am considered an expert in performing this task. I have overseen performance of this task or am the person who is consulted by other workers to assist them in doing this task because of my expertise.
- \* 6. Coordinates moving of judicial officers when newly assigned to the building, issues keys, arranges for building access, works with Judicial Support Bureau to coordinate delivery of furniture and personal belongings.
- ☐ A- I have not had training, or experience in performing this tasks.
- ☐ B- I have had training on this task but have not yet performed it on the job.
- ☐ C- I have performed this task on the job. My work on this task was monitored closely by a supervisor or senior employee to ensure compliance with proper procedures.
- ☐ D- I have performed this task as a regular part of a job. I have performed it independently and normally without review by a supervisor or senior employee.
- ☐ E- I am considered an expert in performing this task. I have overseen performance of this task or am the person who is consulted by other workers to assist them in doing this task because of my expertise.
- \* 7. Coordinates courtroom and building maintenance and operations activities; issues, activates and deletes building security cards; maintains databases of issued security cards, receives calls for building and equipment repairs.
- ☐ A- I have not had training, or experience in performing this tasks.
- ☐ B- I have had training on this task but have not yet performed it on the job.
- ☐ C- I have performed this task on the job. My work on this task was monitored closely by a supervisor or senior employee to ensure compliance with proper procedures.
- ☐ D- I have performed this task as a regular part of a job. I have performed it independently and normally without review by a supervisor or senior employee.
- ☐ E- I am considered an expert in performing this task. I have overseen performance of this task or am the person who is consulted by other workers to assist them in doing this task because of my expertise.
- \* 8. **COMPETENCY: COMPUTER**
- Creates forms, charts, tables and spreadsheets involving data manipulation; all using Microsoft Office software (Word, Excel, Power Point, Outlook).
- ☐ A- I have not had training, or experience in performing this tasks.
- ☐ B- I have had training on this task but have not yet performed it on the job.
- ☐ C- I have performed this task on the job. My work on this task was monitored closely by a supervisor or senior employee to ensure compliance with proper procedures.
- ☐ D- I have performed this task as a regular part of a job. I have performed it independently and normally without review by a supervisor or senior employee.
- ☐ E- I am considered an expert in performing this task. I have overseen performance of this task or am the person who is consulted by other workers to assist them in doing this task because of my expertise.
- \* 9. Gathers data and generates periodic reports; all using Microsoft Office software (Word, Excel, Power Point, Outlook).
- ☐ A- I have not had training, or experience in performing this tasks.
- ☐ B- I have had training on this task but have not yet performed it on the job.
- ☐ C- I have performed this task on the job. My work on this task was monitored closely by a supervisor or senior employee to ensure compliance with proper procedures.
- ☐ D- I have performed this task as a regular part of a job. I have performed it independently and normally without review by a supervisor or

senior employee.

☐ E- I am considered an expert in performing this task. I have overseen performance of this task or am the person who is consulted by other workers to assist them in doing this task because of my expertise.

\* 10. **COMPETENCY: ENGLISH LANGUAGE**

Proofreads and prints a variety of legal documents.

☐ A- I have not had training, or experience in performing this tasks.

☐ B- I have had training on this task but have not yet performed it on the job.

☐ C- I have performed this task on the job. My work on this task was monitored closely by a supervisor or senior employee to ensure compliance with proper procedures.

☐ D- I have performed this task as a regular part of a job. I have performed it independently and normally without review by a supervisor or senior employee.

☐ E- I am considered an expert in performing this task. I have overseen performance of this task or am the person who is consulted by other workers to assist them in doing this task because of my expertise.

\* 11. Types meeting agendas, attends and takes meeting notes; types and distributes minutes.

☐ A- I have not had training, or experience in performing this tasks.

☐ B- I have had training on this task but have not yet performed it on the job.

☐ C- I have performed this task on the job. My work on this task was monitored closely by a supervisor or senior employee to ensure compliance with proper procedures.

☐ D- I have performed this task as a regular part of a job. I have performed it independently and normally without review by a supervisor or senior employee.

☐ E- I am considered an expert in performing this task. I have overseen performance of this task or am the person who is consulted by other workers to assist them in doing this task because of my expertise.

\* 12. **COMPETENCY: EFFECTIVE COMMUNICATION**

Maintains calendars for judicial officers; arranges, schedules and confirms meeting arrangements and interviews.

☐ A- I have not had training, or experience in performing this tasks.

☐ B- I have had training on this task but have not yet performed it on the job.

☐ C- I have performed this task on the job. My work on this task was monitored closely by a supervisor or senior employee to ensure compliance with proper procedures.

☐ D- I have performed this task as a regular part of a job. I have performed it independently and normally without review by a supervisor or senior employee.

☐ E- I am considered an expert in performing this task. I have overseen performance of this task or am the person who is consulted by other workers to assist them in doing this task because of my expertise.

\* 13. Provide guidance, work direction and training to other clerical employees on office practices and procedures.

☐ A- I have not had training, or experience in performing this tasks.

☐ B- I have had training on this task but have not yet performed it on the job.

☐ C- I have performed this task on the job. My work on this task was monitored closely by a supervisor or senior employee to ensure compliance with proper procedures.

☐ D- I have performed this task as a regular part of a job. I have performed it independently and normally without review by a supervisor or senior employee.

☐ E- I am considered an expert in performing this task. I have overseen performance of this task or am the person who is consulted by other workers to assist them in doing this task because of my expertise.

\* 14. **COMPETENCY: RELATIONSHIP MANAGEMENT**

Serves as liaison with judicial officers, management, other Court districts/divisions, other public agencies, and the public, to facilitate the resolution of a variety of issues.

☐ A- I have not had training, or experience in performing this tasks.

☐ B- I have had training on this task but have not yet performed it on the job.

☐ C- I have performed this task on the job. My work on this task was monitored closely by a supervisor or senior employee to ensure compliance with proper procedures.

☐ D- I have performed this task as a regular part of a job. I have performed it independently and normally without review by a supervisor or senior employee.

☐ E- I am considered an expert in performing this task. I have overseen performance of this task or am the person who is consulted by other workers to assist them in doing this task because of my expertise.

\* 15. **COMPETENCY: WORK INDEPENDENTLY**

Reviews, determines priority and routes incoming correspondence; coordinates bulk mailings.

☐ A- I have not had training, or experience in performing this tasks.

☐ B- I have had training on this task but have not yet performed it on the job.

☐ C- I have performed this task on the job. My work on this task was monitored closely by a supervisor or senior employee to ensure compliance with proper procedures.

☐ D- I have performed this task as a regular part of a job. I have performed it independently and normally without review by a supervisor or senior employee.

☐ E- I am considered an expert in performing this task. I have overseen performance of this task or am the person who is consulted by other workers to assist them in doing this task because of my expertise.

\* 16. **COMPETENCY: CUSTOMER SERVICE SKILLS**

Answers, screens and directs telephone calls; calendars appointments; maintains a high level of customer service quality while assisting customers by telephone; receives, responds to and/or refers inquiries from the public to appropriate staff.

☐ A- I have not had training, or experience in performing this tasks.

☐ B- I have had training on this task but have not yet performed it on the job.

☐ C- I have performed this task on the job. My work on this task was monitored closely by a supervisor or senior employee to ensure compliance with proper procedures.

☐ D- I have performed this task as a regular part of a job. I have performed it independently and normally without review by a supervisor or senior employee.

☐ E- I am considered an expert in performing this task. I have overseen performance of this task or am the person who is consulted by other workers to assist them in doing this task because of my expertise.

\* 17. **COMPETENCY: FINANCIAL MANAGEMENT**

Requests travel advances and compiles expense reports; prepares travel reimbursement forms.

☐ A- I have not had training, or experience in performing this tasks.

☐ B- I have had training on this task but have not yet performed it on the job.

☐ C- I have performed this task on the job. My work on this task was monitored closely by a supervisor or senior employee to ensure compliance with proper procedures.

☐ D- I have performed this task as a regular part of a job. I have performed it independently and normally without review by a supervisor or senior employee.

☐ E- I am considered an expert in performing this task. I have overseen performance of this task or am the person who is consulted by other workers to assist them in doing this task because of my expertise.

\* 18. Controls and maintains the Judges' Trust Fund; receives and deposits monies, conducts and coordinates annual accounting of funds.

☐ A- I have not had training, or experience in performing this tasks.

☐ B- I have had training on this task but have not yet performed it on the job.

☐ C- I have performed this task on the job. My work on this task was monitored closely by a supervisor or senior employee to ensure compliance with proper procedures.

☐ D- I have performed this task as a regular part of a job. I have performed it independently and normally without review by a supervisor or senior employee.

☐ E- I am considered an expert in performing this task. I have overseen performance of this task or am the person who is consulted by other workers to assist them in doing this task because of my expertise.

\* 19. **COMPETENCY: PROCESSING & DOCUMENTING INFORMATION**

Maintains, updates, inventories and orders forms, supplies, law books and equipment; prepares and processes procurement requests and purchase orders; maintains procurement and purchase order records, reviews delivery receipts and inspects merchandise to verify conformance to purchase order specifications.

☐ A- I have not had training, or experience in performing this tasks.

☐ B- I have had training on this task but have not yet performed it on the job.

☐ C- I have performed this task on the job. My work on this task was monitored closely by a supervisor or senior employee to ensure compliance with proper procedures.

☐ D- I have performed this task as a regular part of a job. I have performed it independently and normally without review by a supervisor or senior employee.

☐ E- I am considered an expert in performing this task. I have overseen performance of this task or am the person who is consulted by other workers to assist them in doing this task because of my expertise.

\* 20. Acts as judicial timekeeper and prepares, processes, submits and maintains attendance and time off records and reports; processes time-off requests; reports, monitors and balances judicial time and benefits on a monthly basis; schedules vacations, personal, sick and continuing education time; maintains annual vacation schedules; sorts and distributes paychecks and related correspondence, responds to inquiries regarding vacation, sick time, payroll discrepancies and other related issues; works with the Judicial Support Bureau to resolve benefits and payroll issues.

☐ A- I have not had training, or experience in performing this tasks.

☐ B- I have had training on this task but have not yet performed it on the job.

☐ C- I have performed this task on the job. My work on this task was monitored closely by a supervisor or senior employee to ensure compliance with proper procedures.

☐ D- I have performed this task as a regular part of a job. I have performed it independently and normally without review by a supervisor or senior employee.

☐ E- I am considered an expert in performing this task. I have overseen performance of this task or am the person who is consulted by other workers to assist them in doing this task because of my expertise.

\* Required Question